



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Georgia Department of Corrections Office of the Fire Marshal 2 Martin Luther King, Jr. Dr., S.E. Twin Towers East, 7th Floor Atlanta, GA 30334	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number <b>86-15</b>	
Application Number			Date Received <b>MAR 12 1988</b>	Date Completed <b>JUN 16 1988</b>
2. Person to Contact Susan Davis		Working Title Records Management Officer	Telephone Number 656-5561	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1981   Present		5. Records Series Title (followed by title used in office, if different) Fire Safety Inspections Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Technical Services; the Fire Marshal Office is responsible for statewide fire safety program which has as it's basic goal, meeting the mandated compliance of federal and state laws, fire safety codes and departmental rules, regulations, policies and procedures. The Fire Marshal conducts certified institutional training sessions, basic and refresher courses to institutional fire inspectors. The Fire Marshal works with institutional staff to develop evacuation plans for local facilities, and coordinates mutual aid arrangements with local fire departments to provide emergency backup fire-fighting capabilities.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: maintaining reports of quarterly fire inspections of D.O.C. facilities by the Departmental Fire Marshal or Fire Safety Specialist, annual inspections by the State Fire Marshal's Office, and monthly inspections by the Institution Fire Inspector. Included are: Fire Marshal's Office inspection form (FM298 revised 11/84) Institution Response if cited for a deficiency, Institutional Monthly Report, and State Fire Marshal's Annual Inspection Report. Also included are Inspection Reports prepared in response to requests by County Correctional Institutions.          File is arranged: by institution or county, then by type of report.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>-0-</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) _____				

X		a. Is this the original copy of the document? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Department Annual Report, Quarterly Status Report.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Institution and State Fire Marshal's Office.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |                |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law             | _____ years.   | d. Audit period                   | _____ years.   |
| b. Statute of limitation | 4 _____ years. | e. Administrative need            | 4 _____ years. |
| c. Federal law           | _____ years.   | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- a. State Fire Marshall's office maintains inspections until resolution; then they are micro-filmed.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 4 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy. NOTE: In the event of litigation, these files must be retained until final settlement.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Susan Davis</i>	3/7/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4/3/86
		Secretary of State/Designee	4/1/86
		Attorney General/Designee	4/5/86